



75 York Street  
Portland, Maine 04101  
phone 207 772 4656  
fax 207 828 4656  
www.simonsarchitects.com

## MEETING NOTES: *Progress Meeting (2 of 5)*

**date:** Tuesday, June 18, 2019 @ 1:00 pm  
**project:** Town of Cumberland Historical Society and Prince Memorial Library Expansion  
**location:** Cumberland Town Hall  
**To:** Bill Shane  
Thomas Bennett  
Brenda Moore  
**prepared by:** Kayla Caron Scott Simons Architects SSA  
Austin Smith Scott Simons Architects SSA  
Maya Gamble Scott Simons Architects SSA  
**Cc:** Chris Berry Scott Simons Architects SSA  
**meeting title:** Progress Building Committee Meeting (2 of 5)  
Attendees: Carolyn Small, Thomas Bennett, William Stiles, David Echeverria, Eli Rivers, Linda Fulda, Tom Gruber, Bill Shane, Kayla Caron, Maya Gamble

1. Goals for end of meeting:
  - a. Solidify programming document
  - b. Select floor plan option A or option B to advance further
2. Notes on last meeting:
  - a. Reiterating the importance of historical society standing out on the site
  - b. Desire for this library renovation to stand out from other libraries
  - c. Liked the way option 3 it promoted the CHS, but the circulation didn't work with the site
  - d. Design team should consider ways of making the CHS stand out on the site
3. Discussion of PLM Program:
  - a. General:
    - i. Primarily staff/storage functions in basement
    - ii. Children's story area -> children's activity room
  - b. Public Computing Stations:
    - i. Located in the central hall so the stations can be shared between YA and adult
    - ii. Could potentially be in the Prince Room but there are concerns about noise if that becomes the designated quiet room
    - iii. Laptop bar in YA
      1. laptops available for checking out at circulation
    - iv. Children have their own devices and do not require their own stations
  - c. Community Meeting Room:
    - i. Is 120 people large enough for the meeting room?
    - ii. Community is growing and it should be adequate for 30-50 years down the road
    - iii. Need to consider parking if meeting room is to grow
    - iv. Existing meeting spaces in town:
      1. Performing arts center: 550
      2. Council chambers: 80

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3. Fire dept: 40-50
  - v. Redesign space for 150-200-person meeting room
  - vi. Consider partitions dividing the space into 3
    1. Center will act as an acoustic barrier between the two
    2. Should have a small raised platform level for speakers to be seen by all audience
  - d. Thomas will send the programing document to library staff and report any feedback
4. Discussion of CHS Program:
  - a. All CHS spaces should increase by an additional 30%
  - b. Curators office should be larger to allow for more than just two people meeting
  - c. Don't want basement to feel like a cave – should have at least 8' ceilings
  - d. Grade allows for a daylit basement, but not a walk-in basement
    - i. Back entry will be split level
5. Floor Plans:
  - a. Pursue phase 1 and phase 2 as shown in drawings
    - i. Consensus that Phase I needs to include support spaces for CHS
      1. There should be a restroom upstairs so a staff member isn't needed to escort anyone downstairs to use the restroom
      2. Potential for a temporary phase one restroom on the first floor using some of the space from the 12-person meeting room
      3. Kitchen for CHS should be in basement by the archival storage
  - b. Elevator:
    - i. Carefully evaluate position considering who will be using it and for what
    - ii. Usage 80% staff and 20% public
    - iii. It makes sense to keep the elevator somewhat centered in basement to allow for equal future expansion in the PLM and CHS
  - c. Gallery:
    - i. Should be 8' wide to allow for comfortable viewing and movement through the space
    - ii. Gallery should display wall mounted art/artifacts and potentially lockable cases
    - iii. Historic furniture and other large pieces should be displayed in the main CHS room
  - d. Accessibility:
    - i. Maintaining existing entrance for handicap parking spaces will work
    - ii. New main entrance must be ADA accessible
      1. Have to come up 6' in grade
      2. The 72' ramp will require at least 3 landings
      3. Preference for a heated ramp if possible
      4. Portland Civic Center as an example of a successful long ramp
  - e. General:
    - i. Bathrooms in Option B to move to the other side of the children's library to allow for off hours access from the community meeting room
    - ii. Confusion over floor plans in different format resulting in a delayed vote via email for Option A or Option B preference (**VOTE RESULTS: Five votes for Option A, One for Option B**)
    - iii. Design team will ensure that different options are shown in the same format in future iterations
6. Next steps:
  - a. Design team will develop floor plans, focusing on building circulation and accessibility access given the challenging differences in grade
  - b. Design team will create a preliminary massing model to provide a better understanding of the CHS and addition on the site
  - c. Schedule a date for community meeting- just one instead of too
    - i. Check availability of the performing arts center for holding meeting at a neutral location
  - d. Design team will edit schedule to reflect the original meeting dates (07/02, 07/16)
7. Next Meeting: **July 2<sup>nd</sup> at 1:00 pm** – Building Committee